

**BY ORDER OF THE SECRETARY OF THE
AIR FORCE**

AIR FORCE INSTRUCTION 10-205

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**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

20 MARCH 2002

Operations

**AVAILABILITY OF MAJOR COMMAND
COMMANDERS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAF/XOOO
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This instruction implements AFD 10-2, Readiness. It requires major command (MAJCOM) commanders, (hereafter referred to as commanders) to keep Headquarters, US Air Force (HQ USAF), informed of their location and to identify their designated alternates when they leave their permanent duty stations (PDSs). It does not change requirements established by the National Military Command System and should be used with AFD 51-6, Civil Law Policy for Organization, and AFI 51-604, Appointment to and Assumption of Command. It applies to HQ USAF, all MAJCOMs, Air National Guard, and the Air Force Operations Group.

(AETC) AFI 10-205, 1 January 2001, is supplemented as follows:

This publication does not apply to the Air National Guard and Air Force Reserve Command units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This revision widens the scope of applicability to include U.S. Air Force Reserve and Air National Guard; updates telephone numbers and provides DMS addressing. See the last attachment of the publication, IC 2001-1, for complete IC. A (I) indicates revision from previous edition.

(AETC) This revision aligns paragraphs with the current basic publication. A bar (I) in the left margin indicates revision from the previous edition.

1. Terms.

1.1. Permanent Duty Station (PDS): PDS is the post of duty or official station where the member is assigned or attached for duty other than "temporary duty." PDS also includes the local travel area where immediate voice contact can be established.

1.2. Temporary Duty (TDY): TDY is duty to one or more locations, other than the PDS, with return to the PDS upon completion of the TDY.

1.3. Command Center: A facility from which a commander and his or her representatives direct operations and control forces. It is organized to gather, process, analyze, display, and disseminate planning and operational data and perform related tasks. For purposes of this instruction, hereafter distinguished as a MAJCOM dedicated command post or operations center.

1.4. (Added-AETC) Duty Hours. Normal duty hours for HQ AETC military and civilian personnel are 0730 to 1630. HQ AETC directors, HQ AETC staff agency chiefs, and AETC commanders may establish different duty hours to meet their particular organization's needs.

1.5. (Added-AETC) HQ AETC Key Staff Members. Personnel identified by office symbol in **Figure 1. (Added)**. These personnel should immediately be available for contact within 15 minutes.

Figure 1. (Added-AETC) HQ AETC Key Staff Members.

AETC/CC
AETC/CV
AETC/DS
AETC/DO
AETC/CCE
AETC/ED (AU/CC)

1.6. (Added-AETC) HQ AETC Staff Members. Personnel identified by office symbol in **Figure 2. (Added)**. These personnel should immediately be available for contact within 1 hour.

Figure 2. (Added-AETC) HQ AETC Staff Members.

HQ AETC/CE	HQ AETC/SC
HQ AETC/DP	HQ AETC/SE
HQ AETC/FM	HQ AETC/SF
HQ AETC/HC	HQ AETC/SG
HQ AETC/IG	HQ AETC/SV
HQ AETC/JA	HQ AETC/XP
HQ AETC/LG	HQ AETC/CCC
HQ AETC/PA	HQ AETC/CCG
HQ AETC/RS	HQ AETC/CCR
	HQ AETC/DOX

1.7. (Added-AETC) Deputy or Designated Alternate. An individual who is available and has full authority to act in the absence of the AETC Commander or a primary HQ AETC key staff member or HQ AETC staff member.

1.8. (Added-AETC) HQ AETC Staff Duty Officer. A person designated to take calls for a HQ AETC functional area during nonduty hours.

2. Policy of Commander's Availability.

2.1. Commanders must keep HQ USAF advised of their location. When commanders leave their PDSs, they will report the names and duty telephone numbers of their designated alternates to HQ USAF.

2.1.1. It is the responsibility of the command center to maintain adequate knowledge of the location of their commander or designated alternate at all times.

2.1.1. (AETC) The command post will monitor the Air University (AU), numbered Air Force (NAF), and wing commanders' locations at the respective location. When changes in command authority occur, command posts will immediately notify the Randolph Command Center (RCC).

2.1.2. HQ USAF must be able to contact commanders or their designated alternates, at all times.

2.2. Timely and responsive accessibility to voice communications within the limits stated in Section 3 below is the primary criterion for establishing adequate knowledge of the commander's location.

2.3. (Added-AETC) The RCC will monitor and track duty status availability (for example, leave [LV] and temporary duty [TDY]) of HQ AETC key staff members, NAF commanders, and wing commanders. In the absence of a HQ AETC key staff member, NAF commander, or wing commander, the RCC will maintain the location and means to contact designated alternates. The deputy or designated alternate must be able to contact the key staff member, staff member, or commander in an emergency.

2.4. (Added-AETC) HQ AETC staff duty officers (excluding key staff members) will provide the RCC a roster designating the person to contact for items that require action before the next duty day.

2.5. (Added-AETC) The RCC will maintain the location and capability (fixed telephone, cellular telephone, or pager) to contact HQ AETC key staff members, HQ AETC staff members, their deputies or designated alternates, and staff duty officers during nonduty hours.

3. Commander Availability.

3.1. The commanders or alternates of the following commands must be available within 15 minutes:

3.1. (AETC) AU, NAF, and wing commanders (or designated alternates) must be available to respond to the AETC Commander within 15 minutes.

3.1.1. Air Combat Command.

3.1.2. Air Mobility Command.

3.1.3. United States Air Forces in Europe.

3.1.4. Pacific Air Forces.

3.1.5. Air Force Special Operations Command.

3.1.6. Air Force Space Command.

3.2. The commanders or alternates of the following commands must be available telephonically within 1 hour:

3.2.1. Air Force Materiel Command.

3.2.2. Air Education and Training Command.

3.2.2. (AETC) HQ AETC staff members identified in **Figure 2. (Added)** should immediately be available within 1 hour.

3.2.3. U.S. Air Force Reserve

3.2.4. Air National Guard

3.3. (Added-AETC) The RCC will conduct random AETC commander availability checks with AU, NAF, and wing commanders. The RCC will contact the command post and request the commander (or designated alternate) be conferenced for an availability check. Upon being conferenced, the RCC will state "Sir, Ma'am, this is GRADE/NAME from the Randolph Command Center conducting an AETC commander availability check. You responded in XX minutes. Do you have any questions?" The RCC will compile the results and submit a report to HQ AETC/DO through HQ AETC/DOXC.

3.4. (Added-AETC) During duty hours, each HQ AETC staff member's support staff will maintain the location and means to contact designated staff members. A deputy or designated alternate will be identified when the primary is not readily accessible by telephone. A person must be available to immediately answer the direct telephone line from the AETC Commander's office.

3.5. (Added-AETC) For flying training wings, either the wing commander, vice commander, or operations group commander will be on base during local flying training (waiver authority, NAF/CC).

3.6. (Added-AETC) For training groups, either the group commander or deputy group commander will be on base during local flying training or field training (waiver authority, NAF/CC).

3.7. (Added-AETC) During nonduty hours, each HQ AETC staff member's support staff will notify the RCC of absences exceeding the 1 hour time limit. This will ensure a POC is available any time the primary is not readily accessible by telephone. In these situations, the key staff member or staff duty officer will provide the RCC contact information for the designated alternate.

4. Absence of Commander Notification Procedures.

4.1. Scheduled Departure: When commanders plan to leave their PDS, they must provide the following information to the Air Force Operations Center (AFOC) via automated digital network (AUTO-DIN) message, priority precedence (Message address is: AFOC WASHINGTON DC) or Defense Messaging System (DMS) message (Distinguished Name is: c=US, o=U.S Government, ou=DoD, ou=AF, ou=Organizations, l=PENTAGON WASHINGTON DC, ou=AFOG(n), ou=XOOOA(n)). This itinerary will be completed and transmitted by any agency the commander directs.

4.1.1. A complete travel itinerary, including arrival and departure times in Zulu. Provide travel plans to AFOC by 0100Z on the duty day before the scheduled departure.

4.1.2. Itineraries will be designated a minimum of For Official Use Only. Consider classifying Confidential when transiting high threat areas. Those responsible for the commander's itinerary, including the commander, will determine the need to classify the itinerary. If an itinerary is classified, it will be declassified on the day following completion of travel.

4.1.3. The name and telephone number of their designated alternate.

4.1.4. (Added-AETC) If an individual identified in **Figure 1. (Added)** will be on leave, his or her support staff must request approval from the individual's immediate superior at least 1 week in advance. Include the primary's destination, duration of absence, and time of departure and return. Also include the name and position of the deputy or designated alternate.

4.1.5. (Added-AETC) HQ AETC key staff members, HQ AETC staff members, and NAF commanders will update the AETC CC readfile calendar with proposed absences (TDY and LV).

4.1.6. (Added-AETC) AETC command posts and host command posts supporting an AETC tenant unit will submit a commander's availability report to the RCC no later than 24 hours prior to the commander's departure using the general administration (GENADMIN) United States message text format (USMTF) as shown in the sample at **Figure 3. (Added)**. Submit the report via e-mail (preferred method) to <mailto:12ftw.cp@randolph.af.mil> or by fax. This report is required when a NAF, AU, or wing commander will be absent from the home station or otherwise unavailable for more than 12 hours. Submit itinerary changes as soon as they are known. Immediately report unexpected commander departures by telephone to the RCC and follow up with a hard copy message. Command posts will also notify the RCC by telephone when AU, NAF, and wing commanders actually depart and arrive at home station.

Figure 3. (Added-AETC) Sample Commander's Availability Report.

FROM: 17 TRW GOODFELLOW AFB TX//CP//

TO: RANDOLPH COMMAND CENTER RANDOLPH AFB TX//

UNCLAS

MSGID/GENADMIN/17TRW//

SUBJ/COMMANDER'S AVAILABILITY REPORT//

REMARKS/1. (NAME) COLONEL MCLAIN

2. (OFF-STATION LOCATION AND DATES) RANDOLPH AFB TX; 1 MAR - 12 MAR 02

3. (PURPOSE) ATTEND AETC COMMANDERS CONFERENCE

4. ETD: 01/0900Z MAR 02

5. ETR: 6/2100Z MAR 02

6. (DESIGNATED ALTERNATE) COLONEL ARRINGTON: 17TRW/CV

AMPN/NONE.//

4.1.7. (Added-AETC) Command posts will immediately notify the RCC of any NAF, AU, operations group, or wing commander or vice commander change in command.

4.2. **Unscheduled Departure:** When commanders must depart unexpectedly, they will notify the AFOC, normally through their command centers. Notification will be by voice report followed immediately by AUTODIN message to the AFOC, immediate precedence.

4.3. **Reporting Departures:** Command centers will notify AFOC by telephone when commanders actually depart and return to their PDSs.

4.4. **Responsibilities of the Designated Alternate:** The designated alternate must have full authority to act for the commander and must be able to reach the commander by telephone, if necessary.

5. Concurrent Absences of Commanders and Alternates.

5.1. Keep concurrent absences to an absolute minimum. Notify AF/CV by message at least 3 duty days before the concurrent absences, providing itineraries and specific reasons. Address message to CSAF WASHINGTON DC//CV//, including AFOC WASHINGTON DC as an INFO addressee. This message will include the name and duty phone of the designated alternate. This person must also have full authority to act as identified in paragraph 4.4. above.

5.1. (AETC) Keep concurrent absences of the wing and vice wing commander to a minimum. The AU and NAF commanders may approve or disapprove concurrent absence requests by their subordinate wing commanders.

5.2. Short-Notice Concurrent Absences (Less Than Three Duty Days Notification): Commanders who anticipate short-notice concurrent absences must telefax their message request to AF/CV and follow-up with a message through normal channels, including AFOC WASHINGTON DC as an INFO addressee. 24-hour Telefax numbers:

AF/CV (Nonsecure) -- Commercial: 703-614-2693 DSN: 224-2693

AFOC (Nonsecure) -- Commercial: 703-695-9673 DSN: 225-9673

AFOC (Secure/STU-III) -- Commercial: 703-693-1929 DSN: 223-1929

6. AFOC Responsibilities. AFOC reports commanders' availability status to the CSAF daily, covering a 24-hour period starting at 1000Z. Friday's report will include the weekend and Monday holiday, if applicable.

7. Exemption From Licensing. Reports required by this instruction are exempt from the report control system outlined in AFPD 37-1, *Air Force Information Management*; and AFI 37-124, *The Information Collections and Reports Management Program (ICR Program)*; *Controlling Internal, Public, and Inter-Agency Air Force Information Collections*.

8. Minimize Consideration. Requirements of this instruction apply under MINIMIZE.

ROBERT H. FOGLESONG, Lt General, USAF
DCS/Air and Space Operations

Attachment 2**IC 2001-1 TO AFI 10-205, AVAILABILITY OF MAJOR COMMAND COMMANDERS****SUMMARY OF REVISIONS**

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